

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 07, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, March 07, 2016** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark Herak and Konnie Kuiper were present. Councilor Steve Wagner was absent owing to a work commitment. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Susan Murovic, Advisory Board of Zoning Appeals; Randy Bowman, Assistant Inspector for Electric; Ed Dabrowski, IT Consultant; and Cecile Petro, Redevelopment Director were also present.

Additional Present: Daniel R. Atilano, AIC, Dewberry Associates, Inc., and Mitch Ripley, President of HR Unlimited, Inc., were also present.

General Substance of Matters Discussed

1. *Town Hall Project Discussion.* Daniel R. Atilano, AIC, Principal with Dewberry Associates, Inc., upon the invitation of the Town Council President, presented a booklet of site concepts that could inform the reconstruction or retrofit of the Highland Town Hall. It was noted that the discussion was very preliminary and no final determination had been made to move forward with the project in the near term.

Mr. Atilano discussed concepts that included keeping the building near or at the same site to develop a municipal campus, with the existing newly constructed Police Station. Mr. Atilano also indicated that he was presenting big concepts to assist with conceptualization.

The discussion also included whether Dewberry Associates would interview the relevant workers and leaders in order to assist with conceptualizing the needs and wants for any proposed Town Hall. The discussion further included exploring the prospects for constructing a Town Hall either at property near the Central Fire Station or near the intersection of Highway Avenue and Kennedy Avenue at the southwest section.

It was determined that prior studies or documents may be instructive. If these prior studies or reports could be located, they would be transmitted to Mr. Atilano for his review. Mr. Atilano departed at this time.

2. *Vyto's Pharmacy Application for Tax Abatement.* The Redevelopment Director presented the supporting paperwork for the application of Vyto Pharmacy for the property located at 8835 Kennedy Avenue, Highland, which was the site of the former Finke's Nightclub and 8845 Kennedy, which adjoins the property.

The Redevelopment Director reported that, if the abatement petition is granted, Vyto Pharmacy intends to demolish the existing building to construct a 10,000 sq. ft. facility, to host a Vyto's Pharmacy Headquarters, a pharmaceutical compound lab, and additional space for other commercial uses. Owing to the costs associated with demolition, the application seeks "accelerated abatement", which if approved would grant 100% abatement for five years only. Following the five year period, the full value

of the assessed value for the building would be part of the tax base. The land would be taxable at its established value for the entire time of the abatement.

The Redevelopment Director further explained that at its meeting of March 1, 2016, the *Economic Development Commission* approved and recommended the establishment of an Economic Development Target Area, at 8835, 8845 Kennedy Avenue. For this to be perfected, the Town Council must approve by the passage and adoption of an ordinance.

The Redevelopment Director requested that for the Town Council's March 14 meeting, that the Economic Development Target Area Ordinance be introduced and a resolution setting the hearing on the proposed Economic Revitalization Area petition be considered in order to move the matter forward. The Town Council President indicated that the matter would be placed on the Agenda for the March 14 meeting.

3. *Lake County Housing Task Force Letter inviting the Town of Highland to appoint a representative to the Board governing the proposed County Land Bank.* It was noted that the matter of the desirability of making an appointment to the board of the County Land Bank, an initiative of the Lake County Commissioners. The discussion included whether the redevelopment director would serve if appointed. The Town Council President indicated that the matter could be placed on the Agenda for March 14 meeting.
4. *Review the Status of Board and Commission Appointments.* The Clerk-Treasurer reminded the Town Council President and the Town Council that he was still awaiting the letter reporting the nomination of Dave Beanblossom to the Economic Development Commission. Once received, the Town Council President could make his appointment if he chose. Further, the Clerk-Treasurer reported that the Town Council must make a nomination of a person to succeed George VanderWerken on the Economic Development Commission, owing to his resignation. The Town Council President would then be able to make the appointment. The person appointed would serve the unexpired term remaining for Mr. VanderWerken.
5. *Status of the Works Board Order No. 2016-03 Approving the LPA Agreement with INDOT for the Federal Aid project establishing the Hawk Pedestrian Crossing Traffic Signals at 45th Avenue where the Bike Trail intersects.* The Clerk-Treasurer reminded the Town Council that the works board order approving the LPA contract was still pending after it was delayed informally from consideration at the Town Council meeting of January 25, 2016. The Clerk-Treasurer inquired about the readiness of the Town Council to consider the matter. There was some discussion by and between the Town Councilors. The Town Council President indicated that the matter could be placed on the Agenda for the meeting of March 14, 2016.
6. *Briefing on Initiatives of the Board of Sanitary Commissioners.* Councilor Herak, as liaison to the Board of Sanitary Commissioners, reported that the Board was developing a list of projects that required immediate action and repair that it desired to finance, while the matter of the larger SSO Control Plan Projects, which included the construction of a storage tank, was stalled owing to refusal by the City of Hammond Sanitary District to issue the required letter.

Councilor Herak reported that the several projects were estimated to total \$6.7 million dollars. Special taxing district bonds would finance that this. There was a discussion regarding the projects.

7. *Community Events Commission Inquiry Regarding the Scheduling of the Annual Independence Day Parade.* Councilor Herak, as liaison to the Community Events Commission, reported its request for guidance regarding the date for the annual Independence Day Parade. It was noted that the customary date is July 3. It was further noted that July 3rd falls on a

Sunday. So, the Community Events Commission requested guidance regarding scheduling the parade for Saturday, July 2.

It was noted that the Pastor of Our Lady of Grace Church asked that the parade be rescheduled so as not to occur on Sunday. Councilor Kuiper expressed his desire that the parade not take place on Sunday as well. There was no final determination and the matter would be continued for future deliberation.

8. *Community Events Commission Inquiry Regarding Fall Festival and Beer Garden.* Councilor Herak reported that the Community Events Commission was exploring hosting a Fall Festival in 2016 tentatively dated October 21-23. The Commission seeks the Town Council's interest in permitting a Beer Garden in the park again. There was no further discussion.

The Town Council then left the plenary meeting chamber and moved the meeting to the upper study chamber of the Town Hall at 8:20 p.m.

9. The Town Council met with Mitch Ripley, President of HR Unlimited, Inc., the Human Resource and Management Consult, regarding the discipline of a worker in public works, owing to a complaint from a former worker.

The Town Council and Mr. Ripley also discussed the status and progress related to workforce training needs and the status of the transition of the supervisory team in the Public Works Department (Agency). The discussion included disposition of the restricting of the agency to make it functionally consistent with the statutory provisions of IC 8-1.5-4 and IC 36-9-25.

The Town Council and Mr. Ripley discussed the importance of the Town Council to determine its expectations for the public works agency and approaches to better communicate these expectations to the supervisory team. Mr. Ripley indicated that he would gather the suggestions of the Town Council and compile it into an appropriate document for review. The discussion included the merits of conducting an executive session under the proper provisions of IC 5-14-1.5-6.1.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 07, 2016**, was adjourned at 9:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer